

RUTH ANN BEIDEMAN, CHAIRPERSON
LINDA FORTE
ANTIONETTE JOHNSON
JAMIE MAGEE
CATHY PARKER



SCOTT PHILLIPS
LARRY SAVAGE
FRANCINE SHOCKLEY
FRAN SMITH
HELEN SMITH

Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County

Conference Planning Subcommittee Meeting

November 19, 2018

A meeting of the Conference Planning Subcommittee of the Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County was held on Monday, November 19, 2018, at the Sussex County Administrative Offices West Complex, 22215 North DuPont Boulevard, Georgetown, Delaware. The following Subcommittee members were present:

**Will Childers
Liz Jiron**

**Jamie Magee
Helen Smith**

Call to Order

Jamie Magee, Subcommittee Vice Chair, called the meeting to order at 11:30 a.m.

Approval of Agenda

Since a quorum was not present, the Agenda could not be approved.

Approval of Minutes

Since a quorum was not present, the minutes of October 15, 2018, could not be approved.

Announcement

Jamie Magee announced that she and Helen Smith met with Sussex County Administrator Todd Lawson on November 16, 2018, in regard to questions that need to be answered before proceeding with planning for the 2019 conference, as follows:

- **Postage – Would the County be willing to mail out postcards regarding the conference to past attendees? Mr. Lawson advised that the County could assist with postage. Scott Phillips will be contacted to see if he has street addresses in addition to email addresses.**



- **Budget** – There is \$5,188.43 in the Committee's account after last year's expenses were paid. Inquiring as to how much should be kept in the account, Mr. Lawson stated that a buffer is preferable, but the Advisory Committee can spend whatever is needed on the 2019 conference.
- **Fees** – Should a fee be charged for attendees and vendors? Mr. Lawson recommended that the Committee charge a fee. It is up to the Committee to decide if it will be the same or less than what was charged previously.
- **Sponsors** – Mr. Lawson advised that sponsors are permitted.
- **Publicity** – It is felt that publicity is needed earlier to get the word out in advance about the conference. Mr. Lawson will speak with Chip Guy, Communications Director, to see how this can be accomplished.

Planning for Conference

Since a quorum was not present, no decisions could be made regarding the conference.

Helen Smith suggested that a donation be made to Crossroad Community Church since they are not charging any rent. This suggestion will be discussed and a decision made at a later date.

Next Meeting

The next meeting of the Conference Planning Subcommittee will be held on Monday, January 14, 2019, at 10:00 a.m. at the Sussex County Administrative Offices West Complex, 22215 North DuPont Boulevard, in Georgetown. Jamie Magee and Helen Smith, along with any other Subcommittee members that wish to attend, will also meet with Kari Souder at Crossroad Community Church at 1:00 p.m. on January 14th to finalize conference details such as available space, room for vendors, and the menu.

Adjourn

Jamie Magee adjourned the meeting at 11:50 a.m.

Respectfully submitted,

Helen Smith, Secretary
Advisory Committee on Aging & Adults with
Physical Disabilities for Sussex County